



CITY OF COLLEGE STATION
Home of Texas A&M University®



The Plaza

at Wolf Pen Creek

MISSION STATEMENT

Our mission at Wolf Pen Creek is to provide clean, attractive, and affordable facilities as well as excellent customer service to meet the needs of the Brazos Valley community.



These policies have been created to establish a guideline for all events held at The Plaza at Wolf Pen Creek. By the nature of the facility and its proximity to other rental areas at Wolf Pen Creek, all of the events are unique and will have different rules that may be applicable depending on the types of activities that are planned. This guideline is only a summary and does not attempt to include every rule or special condition that may apply to possible events. Please call the Wolf Pen Creek Administrative Office if you have specific questions about your event at (979) 764-6385.

OPERATIONAL POLICIES

ACCESS- Wolf Pen Creek Staff on duty have access to all rented areas during all events.

ALCOHOL POLICY- Guests attending events are not allowed to bring their own alcohol into the event. “Bring Your Own Bottle” is prohibited. Alcohol may be sold or served providing all policies of the TABC, the State of Texas, Brazos County, and the City of College Station are observed. The Lessee may provide alcohol to guests at the event or may establish a cash bar utilizing a local retailer. **No glass containers are allowed.** In most instances, a City of College Station Police Officer will be required to be present when alcohol is served at an event. .

AVAILABLE HOURS FOR EVENTS- 9am to 9pm Sunday through Thursday; 9am to 11:15 pm Friday and Saturday

CANCELLATIONS- In order to receive a deposit refund, written notification of cancellation must be received by the Venue Manager no later than 90 days prior to the event date. Notification of cancellation received after this deadline will result in any fees and deposits forfeited by the Lessee in favor of the City.

CATERING DEPOSITS- Caterers and alcohol service providers are not required to place a deposit. Lessee shall be responsible for any clean-up.

CLASSIFICATION OF USE- Private parties, educational events, student organizations, civic groups, and non-profit organizations fees are granted reduced rental fees. Any event produced by a business is considered **commercial**.

CLEAN UP- The Lessee is responsible for the cleanup of The Plaza after use. All areas are to be returned in the same condition in which they were received. All trash shall be removed immediately after the event to the outside dumpsters. Parking area should be free of debris and litter. **If clean up is not performed adequately, the deposit shall be used by the City to repair, replace, or pay for any property damage that occurs during the Lessee’s or any participant’s at the event sponsored by the Lessee use.**

COOKING- Cooking on the premises is allowed only by prior approval of the Venue Manager.

DEPOSITS- Deposits are payable at the time the space is reserved. “Tentative” holds for dates are not allowed. This deposit will be refunded after the event **if** the facilities are returned in the condition in which they were received, and no additional charges accrue during the event.

DECORATIONS- During the installation, display, and removal of all decorations Lessee shall be responsible for their own safety, as well as the safety of those associated with their event at all times. No decorative or other materials shall be nailed, tacked, screwed or otherwise physically attached to any part of the Facility without prior authorization from the Venue Manager. **Helium tanks must** be secured to a load bearing structure upon arrival and remain secured until their departure. Candles can be used for decoration only if the candle is contained and the flame does not extend higher than the container. **The following items are prohibited: straw, hay, glitter, confetti, and fireworks.** The throwing of sterilized birdseed and the use of bubbles is restricted to the outside area only.

EQUIPMENT- The Plaza has 6 picnic tables available for use. Any other tables, chairs, or equipment needed must be supplied by the Lessee or rented from a commercial rental company at the Lessee’s expense.

FEE DISCOUNTS- Lessees booking three or more events at one time, or three or more days of use at one time are eligible for a 15% discount on the total rental fee.

FEES- The rental fee must be paid 10 working days in advance of the event. Any items sold on the premises are subject to vending fees—including, but not limited to photos, concessions, alcohol, souvenirs, and books.

NON-CONFORMING EVENTS- Events not conforming to the accepted community standards or any event that has been scheduled based on untrue or misleading information provided by the Lessee shall be rejected or cancelled.

POLICE OFFICERS- Police Officers will be required for any rental of the Plaza when alcohol is present. The City reserves the right and authority to determine the reasonable number of officers necessary for a particular event so as to ensure the safety of the public and the premises at all times during which the facility is used. The City shall contact the College Station Police Department to make the necessary arrangements.

PUBLIC EVENTS- Dances or socials deemed “open to the public” are prohibited.

RAIN DATES- Within 30 days before the reservation date, the Lessee may schedule a rain date that will be held without penalty until the reservation date, based on facility availability.

RESERVATION PROCEDURES -

1. An alternative rain date may be scheduled at the same time, if necessary, upon approval of the Venue Manager.
2. If the ticket sales are not handled by Wolf Pen Creek., for any reservation that requires a rental fee, the rental fee must be paid 10 working days in advance of the event,
3. Additional charges may be assessed for property damage(s) and occupancy periods that extend beyond the times reserved. Once the estimates on the damage(s) have been made, the Lessee shall pay all additional charges in excess of the deposit within a reasonable amount of time of being informed of such.
4. If applicable, costs of City staffing shall be paid at the time of settlement with the Lessee.

SCHEDULING IN ADVANCE- Events may be scheduled up to 12 months in advance for events that take place Monday through Thursday. Events that take place on a Friday, Saturday, or Sunday during peak Amphitheater season can be scheduled 90 days prior to the date of the event. Peak Amphitheater season is the last two weeks of March, all of April-July, the last two weeks of August, and all of September and October. Groups who wish to schedule regular weekly, bi-weekly, or monthly use may do so up to six weeks at a time.

SET UP AND CLEAN UP TIME- The rental period includes any necessary set up and clean up time.

SPACE- The rental of The Plaza includes the concrete area to the north and west of the Operations Center, the small pavilion, and the two private restrooms. It does not include the Amphitheater, park, or the Green Room.

The Plaza at WPC

	<u>MON-THURS</u>	<u>FRI-SUN</u>	
<u>RENTAL</u>	\$110	\$160	includes Pavilion/restrooms
<u>DEPOSIT</u>	\$200	\$200	security/damage/clean up